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DDA 83-1604

23 JUN 1983

MEMORANDUM FOR: Deputy Director for Operations

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Space

John:

1. The subject of space is always a controversial one and one for which there are no simple solutions. However, in the scheme of things we try to do our best within the constraints of resources and the realm of reality. Because the situation is so fluid in light of an expanding Agency T.O., the plans for a new building, the increasing need to allocate more space for machines, and the need to return SOVA/DDI to the Headquarters building, I thought it might be opportune to outline our near term plans as they may impact on your Directorate and discuss some options for solving the problems.

2. First, of course, is the acquisition and relocation of various [redacted]

[redacted] Present scheduling has the building ready for occupancy in early December 1983. Major portions of the Office of Security, Office of General Counsel, Office of Personnel, and Office of Medical Services will be located in this building. Most of these components will be vacating Headquarters building and consolidating with units moving from Ames Building in Rosslyn.

3. When the above moves are completed in January 1984, approximately 78,330 sq. ft. of space in Headquarters will be available. However, because the components are moving from various areas of the building, it will take some additional time to relocate other components in order to recapture large contiguous blocks of space suitable in size for SOVA occupancy (40,035 sq. ft.) or meaningful blocks of space for DO Division expansion. In spite of our holding renovations to an absolute minimum, we will not be able to accommodate DO needs in Headquarters building until the second quarter of calendar year 1984.

4. In reallocating the remaining space vacated by the components involved in paragraph 2. above, we have taken into consideration the stated needs of all four Directorates and the independent offices. Based upon an equal measure of priorities, equities, and "Kentucky Windage" the DO is being allocated the following space in Headquarters building:

Locations	Square Feet
6th floor	4,897
5th floor	1,230
3rd floor	915
ground floor	1,454
	8,496

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Normally, some flexibility is afforded the Directorates in assigning the space allocated to them. However, because of the limited amount of space available and the impossible demands for it, I feel it is necessary that strict control be centralized in the DA. Further, to avoid costly and time consuming redesign and reconfiguration resulting from changing component assignments, no changes in space allocations within or between Directorates or components shall be made without written DDA approval.

5. The above only partially accommodates the DO's need for additional space to meet its expanding needs. At the present time the Office of Logistics is in receipt of Headquarters building space requirements from the DO approximating 52,040 sq. ft. (Attachment A and B) of which, as noted above, we can only satisfy a little over 8,496 sq. ft. Further, we unfortunately can foresee no immediate relief. As you are aware, the new Headquarters building is only in the planning stage. With Congressional approval of our FY-84 and FY-85 budgets as presently cast, we do not plan occupancy until late 1987. A more current limitation has also been imposed by Congress which precludes further leasing of space for Agency personnel growth in FY-83.

6. Our ability to acquire additional space in FY-84 is tied directly to that budget. The DA Standard Support Requirement Packages contain funds for leasing additional space. Each of these Support Packages relate to specific initiatives of the other three Directorates. Until Congress approves our FY-84 budget, it is not possible to determine either the level of funding for the Directorates' new initiatives or the corresponding support levels for the DA. Current indications are that Congress may not act until September and we again may find ourselves operating under a continuing resolution or the 1/12 limitation for some months into FY-84. Based upon the time it takes to locate, contract for, and reconfigure space to our needs, we must make certain assumptions and act now. To wait for final budget approval and precise personnel numbers would preclude acquisition of necessary space in any meaningful time frame to meet FY-84 needs.

7. In view of this, I have made certain assumptions and with your and the other Deputy Directors' concurrence, I will seek the DCI's approval to initiate acquisition efforts. However, due to Congressional restraints, we cannot lease space until FY-84.

8. With respect to the DO, I have made the following assumptions:

a. That there will be no more space available in the Headquarters building for DO expansion except within your own existing holdings and the additional space being allocated in paragraph 4. above.

b. Your FY-83 ceiling can be accommodated within your holdings as set forth in paragraph a. above.

c. There are no remaining components of other Directorates that can be relocated from Headquarters building without large capital investment, i.e., commo, data processing, and medical labs and equipment. Other than the Office of the Comptroller, National Intelligence Council, and the DCI,

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DDS&T, and DDA and their immediate staffs, the only Headquarters occupants will be the DI and the DO.

d. That the only unassigned and available space for occupancy in existing buildings will be approximately 10 - 11,000 sq. ft. in the Key Building, Rosslyn.

e. Your expected FY-84 growth will not exceed an additional [redacted] positions which reflects an anticipated Congressional reduction of [redacted] from your FY-84 budget requests. Further 30% of the additional positions, or approximately 70 individuals, will be located in the U.S. Field or overseas leaving a net balance of 163 to be accommodated in the Headquarters building.

f. That FTP/FTE and EOD quotas will remain a part of our life in FY-84 and thus preclude massive entry of EOD's in the beginning of the fiscal year with ceiling limitations not being reached until late in the fiscal year.

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The above excludes your request for 3,290 sq. ft. and 3,510 sq. ft. of space in Key and Ames Buildings, respectively (Attachment B). These requirements will be met concurrently with the move of OF and OP units to [redacted] Buildings starting in January 1984.

9. If you concur in the above assumptions, we have several courses of action open to us.

a. Continue to absorb position growth within your existing Headquarters space holdings.

b. Identify DO components that will move to the 10 - 11,000 sq. ft. in Key Building and absorb the balance within your existing Headquarters holdings. (NOTE: This space has also been offered to the DI which has unsatisfied space requirements through FY-84 of 48,894 sq. ft.)

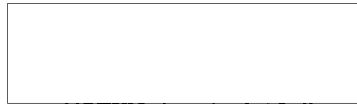
c. Identify a DO office that can be relocated to leased space without major capital investment. Vacated Headquarters space will be assigned to remaining DI and DO components to absorb FY-84 growth.

If you select option a., no further action on your part is required. If you select option b., we will need the identity of the units to be moved as soon as possible in order to work with them on the renovations and backfill of the vacant Key Building space. If you select option c., we will need the identity of the component by 28 June 1983. It would be our intent to consolidate your requirements with those from the other Directorates and seek to lease a building in the area to house the totality of additional FY-84 space needs.

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10. Because of the urgency of getting on with the planning and leasing of additional space, I would appreciate an indication of which option you prefer. If there are any questions, I and my staff are available for discussion.



Harry E. Fitzwater

Attachments

ADDA,  (21 Jun 83)

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